



CITY OF HOUSTON

Job Posting

CMD

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Applications accepted from:

ALL PERSONS INTERESTED

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Job Classification

SENIOR PLAN ANALYST (Structural)

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Posting Number

PN# 101927

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Department

Public Works & Engineering Department

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Division

Planning and Development Services

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Section

Code Enforcement/Plan Review

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Reporting Location

3300 Main *

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Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

**Subject to change*

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides review, analysis, and interpretation of construction documents to ensure compliance with various codes, ordinances and regulations. Consults with architects, engineers, contractors and the general public on preliminary plan reviews, permit requirements, ordinances and procedures related to building construction. Interfaces with other technical disciplines and departments on code enforcement and plan review processes. Responds to inquiries concerning code requirements. Approves construction documents for issuing building permits. Reviews and writes requirements for plans which do not meet city building codes. Reviews corrected plans and/or re-submittals. Enters data into computer to issue building permits. Analyzes construction and material standards.

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WORKING CONDITIONS

This position is physically comfortable. The individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a related Associate's degree such as Building Inspection or the equivalent.

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MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of skilled, journey level experience in building construction, inspection or plan examining.

Two (2) additional years of skilled, journey level experience in building construction, inspection or plan examining may be substituted for the above degree requirement.

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MINIMUM LICENSE REQUIREMENTS

None

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PREFERENCES

Preference may be given to applicants who are certified as Building Inspector and/or Plans Examiner by the International Code Council (ICC).

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SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

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SAFETY IMPACT POSITION ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 18
\$1,541.58 – \$1,591.58 Biweekly \$40,081.08 - \$41,381.08 Annually

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OPENING DATE

December 8, 2004

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CLOSING DATE

Open Until Fill

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APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

The Human Resources TDD Phone Number is (713) 837-9496.

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